CD-430	
(10/05)	

U.S. Department of Commerce

PERFORMANCE MANAGEMENT RECORD

Coverage	Bureau Appraisal Cycle	Appraisal Year
General Schedule	October 1 – September 30	From: <u>06/01/07</u>
☐ Federal Wage System ☐ Wage Marine	☐ June I – May 31 ☐ November I – October 31	
		To: <u>09/30/07</u>
Employee's Name:	ss	N:
	yst Pay Plan, So	eries, Grade/Step: GS-0343-13/0
Organization: 1. Bureau of Indus	stry and Security 3. Office	of Planning, Evaluation & Mgmt
2. Office of Admin	istration 4	
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Cascaded Organizational Goals			<u>———</u>
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Strategic Goal 1: Provide the information and tools to maximize U.S. of industries, workers and consumers	competitiveness and enable economic growth f	or American	
Strategic Goal 2: Foster science and technology leadership by protecting measurement science	ng intellectual-property, enhancing technical st	andards and advanci	ing
Strategic Goal 3: Observe, protect and manage the Earth's resources to	promote environmental stewardship		•
Management Integration Goal: Achieve Organizational and Management	ent Excellence		
Bureau Goal: E2. Focused Management			
SES/Organizational Goal: Implement the President's Management			
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Critical Element and Objective			_
T Security			
2.1.4 Implement improved IT security infrastructure			
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A minimum of 3 and a maximum of 6 measurable results that need to be accompleted. The system security requirements are adhered to when utilizing BIS concleworking or on official travel), minimizing the potential for loss or consists intermet usage policy is adhered to, avoiding potential for compronsists computing equipment and data is protected from loss, destruction costs or compromise of any BIS computing equipment or data is reported. Criteria for Evaluation: Supplemental Standards are required for eacquality, quantity, timeliness, and/or cost-effectiveness. Attached Generic Personality, quantity, timeliness, and/or cost-effectiveness. Attached Generic Personality identificable informations.	ished in support of the performance element. Imputing resources in Commerce facilities a support of BIS data. Inise of BIS systems. In unauthorized disclosure and unauthorized ded to the supervisor. In the element and must be defined at Level 3 performance standards also apply. In the and BIS systems/networks. In the element and must be defined at Level 3 performance standards also apply.	and while working d modification.	remotely (i.e.

PERFORMANCE PLAN AND APPI	RAISAL RECORD				
Employee Name:	Date	Element No.			
Cascaded Organizational Goals	06/01/07		3 (of 	5 ===
Each element must be cascaded from the DOC Strategic Goals. All Goals must be identified Strategic Goal, then list the Bureau Goal, and the SES Manager Goal to complete the cascad DOC Strategic Goals:	I for each element. First, selecte.	t the appropriate D	OC		
Strategic Goal 1: Provide the information and tools to maximize U.S. competitiveness a industries, workers and consumers	nd enable economic growth fo	r American			
Strategic Goal 2: Foster science and technology leadership by protecting intellectual-promeasurement science	pperty, enhancing technical sta	ndards and advanc	ing		
Strategic Goal 3: Observe, protect and manage the Earth's resources to promote environ	mental stewardship				
Management Integration Goal: Achieve Organizational and Management Excellence					
Bureau Goal: E2. Focused Management					
SES/Organizational Goal: Implement the President's Management Agenda					
Critical Element and Objective					
FOIA, Privacy Act, and Other Document Search support Support the management of the FOIA process, Privacy Act, and other document sear			<u> </u>		
Weighting Factor (The weight for each element should reflect the significance within the fureau's organization goals. Weights should not be assigned based on the percentage of time that element.) Results of Major Activities: Marie and Major Activities: Major Activi	an employee spends working	s or on	Elemer 2	nt Wei	ight
A minimum of 3 and a maximum of 6 measurable results must be listed.	of the performance element.				
FOIA requests are managed to meet statutory requirements.				····	
Privacy Act requests are managed to ensure compliance with statutory requirements					
Court ordered document searches are managed to meet Federal Rules of Civil Proce					
Information requests related to bankruptcy filings and other document searches are n requirements.	nanaged to meet Federal R	ules of Bankrupto	y Proced	ture	
Criteria for Evaluation: Supplemental Standards are required for each of					
Criteria for Evaluation: Supplemental Standards are required for each element and m quality, quantity, timeliness, and/or cost-effectiveness. Attached Generic Performance standards	ust be defined at Level 3 performed also apply.	ormance in terms of	Γ 		
FOIA requests are usually answered within the statutory 20 working days.					
Privacy Act information requests are generally acted on within two working days of re	ceipt.				
Court ordered document searches are usually acted on within two working days of rec	ceipt.				
Information requests related to bankruptcy filings and other document seraches are a	cted on within two working	days of receipt.			

PERFORMANCE PLAN AND APPI	RAISAL RECORD				
Employee Name:	Date 06/01/07	Element No.	4	of	 5
Cascaded Organizational Goals	1 2 3 3 3 3 3	-1		•	
Each element must be cascaded from the DOC Strategic Goals. All Goals must be identified Strategic Goal, then list the Bureau Goal, and the SES Manager Goal to complete the cascade DOC Strategic Goals:	for each element. First, select e.	the appropriate DO	С		
Strategic Goal 1: Provide the information and tools to maximize U.S. competitiveness a industries, workers and consumers	nd enable economic growth for	American			
Strategic Goal 2: Foster science and technology leadership by protecting intellectual-promeasurement science	pperty, enhancing technical star	dards and advancir	ng		
Strategic Goal 3: Observe, protect and manage the Earth's resources to promote environ	mental stewardship				
Management Integration Goal: Achieve Organizational and Management Excellence					
Bureau Goal: E2. Focused Management					
SES/Organizational Goal: Implement the President's Management Agenda					
Critical Element and Objective					
Records Management support Support the management of security and records management activities in support o	f BIS and DOC goals and ob	jectives			-,
	e an employee spends working is element in the adjacent box	on	Elei	ment \	Veight
Results of Major Activities: Identify results that need to be accomplished in support A minimum of 3 and a maximum of 6 measurable results must be listed.	of the performance element.				
The implementation of a uniform system for classifying, safeguarding, and declassify Order 12958 and its implementing directives is managed in accordance with regulators.	ring national security informatory requirements.	tion established u	ınder	Exec	utive
Implementation of EO 12598 as dictated per the order's requirements is reported.					
Records management activities are managed to meet regulatory requirements and t	o ensure compliance with Re	ecord Schedules.			
Criteria for Evaluation: Supplemental Standards are required for each element and quality, quantity, timeliness, and/or cost-effectiveness. Attached Generic Performance stan		ormance in terms o	f		
EO 12958 managed to ensure that archived classified documents are generally revi	ewed in compliance with est	ablished deadline	s.		
EO 12958 managed to ensure that reporting requirements to Department are usuall	y completed on time.				
One spot check of each line unit is usually completed annually.					

PERFORMANCE PLAN AN	ND APPRAISAL RECORI)			
Employee Name:	Date 06/01/07	Element No.	 5	of	
Cascaded Organizational Goals	00/01/07				
Each element must be cascaded from the DOC Strategic Goals. All Goals must Strategic Goal, then list the Bureau Goal, and the SES Manager Goal to comple DOC Strategic Goals:	be identified for each element. First, selete the cascade.	ect the appropriate D	ос		
Strategic Goal 1: Provide the information and tools to maximize U.S. compindustries, workers and consumers	etitiveness and enable economic growth	for American			
Strategic Goal 2: Foster science and technology leadership by protecting in measurement science	tellectual-property, enhancing technical	standards and advanc	ing		
Strategic Goal 3: Observe, protect and manage the Earth's resources to protect	mote environmental stewardship				
Management Integration Goal: Achieve Organizational and Management E	xcellence				
Bureau Goal: E2. Focused Management					
SES/Organizational Goal: Implement the President's Management	Agenda			•	
Critical Element and Objective					- <u>-</u>
Health & Safety, Space &Security, Comp. Sourcing - Support health & saf	ety, space, security management ac	tivities & comp. sou	rcing i	n sup	port o
Weighting Factor (The weight for each element should reflect the significanc bureau's organization goals. Weights should not be assigned based on the perce that element.)	e within the framework of the Departmentage of time an employee spends work	nt's or	Elei	nent \	Veigh
Results of Major Activities: Identify results that need to be accomplished A minimum of 3 and a maximum of 6 measurable results must be listed.				25	
Health and safety activities are managed to ensure maximum protection of					
Space activities are managed to ensure maximum efficiency for BIS. Adversonnel on all space-related matters. Reports are submitted to DOC as	vice recommendations and/or sugge	stions are provided	to Bur	eau	
SIPRNet program is managed to ensure maximum effectiveness for BIS.					
Competitive Sourcing/FAIR Act inventory is managed to ensure reporting Reform (FAIR) Act (P.L. 105-270), OMB Circular A-76, Performance of Competitive Source (P.L. 105-270), OMB Circular A-76, Performance of Competitive Source (P.L. 105-270), OMB Circular A-76, Performance of Competitive Source (P.L. 105-270), OMB Circular A-76, Performance of Competitive Source (P.L. 105-270), OMB Circular A-76, Performance of Competitive Source (P.L. 105-270), OMB Circular A-76, Performance of Competitive Source (P.L. 105-270), OMB Circular A-76, Performance of Competitive Source (P.L. 105-270), OMB Circular A-76, Performance of Competitive Source (P.L. 105-270), OMB Circular A-76, Performance of Competitive Source (P.L. 105-270), OMB Circular A-76, Performance of Competitive Source (P.L. 105-270), OMB Circular A-76, Performance of Competitive Source (P.L. 105-270), OMB Circular A-76, Performance (P.L. 105-270), OMB Circular A-76, OMB Circula	requirements are in accordance with ommercial Activities.	the Federal Activit	ies Inv	entor	у
Criteria for Evaluation: Supplemental Standards are required for each e quality, quantity, timeliness, and/or cost-effectiveness. Attached Generic Performance of the control of the cost-effectiveness.	element and must be defined at Level 3 programmer standards also apply.	erformance in terms	of		
Safety spot check of each office unit are generally completed annually an	d are generally in compliance with D	OC standards.			
Space reports are generally submitted to the Department on time. Advice working days of receiving request.	e to Bureau personnel on all space-re	elated matters acted	d on wi	thin t	wo
Requests for SIPRNet accounts acted on within two working days of rece guidance in accordance with standards established by the National Telec	ipt. SIPRNet facilities are properly communication and Information Admit	ertified and personi nistration.	nel pro	vided	
Competitive Sourcing/FAIR Act inventory is usually completed on time an adequately represents the Bureau's workload and workforce statistics to proceed the complete of the co	d requires minimal analytical, gramm produce the annual inventory.	natical and content	editing	, and	

Employee Name:			
PERFORMANCE S	SUMMARY RATING	· · · · · · · · · · · · · · · · · · ·	
 List each element in the performance plan. All elements are critical. Assign a rating level for each element: (5) Level 5 (highest level of performance); (4) Level Score each element by multiplying the weight by the ratinerim ratings should be considered when you prepare the After each element has been scored, compute the total position of the provide either an overall narrative jelement rating. A written justification is required for any element rated be 	ng level. he final summary rating. bint score by adding the individua ustification of the summary ratin		
Performance Element	Individual Weights (Total must equal 100)	Element Ratin (5, 4, 3, 2, 1)	Score
Customer Service	15		0
IT Security	15		0
FOIA, Privacy Act, & Other Document Search Support	25		О
Records Management Support	20		0
Health & Safety, Space & Security, Comp. Sourcing	25		0
		TOTAL SCOR	E 0
P4	NCE RATING		
☐ Level 5 ☐ Level 4 ☐ Level 3 (470 – 500) (380 – 469) (290 – 379)	□Level 2 (200 – 289)	Level 1 (100 – 199)	
Rating Official's Signature/Title		Date	
Approving Official's Signature/Title		Date	
Employee's Signature (indicates appraisal meeting held			
PERFORMANC	Yes EE RECOGNITION	No	
	riation Code		
Rating Official's Signature/Title		Date	
Approving Official's Signature/Title		Date	